

Transition to Unique Entity Identifier (UEI)

This page was made available on June 11, 2021.

Overview

The federal government is moving away from using the DUNS number and is replacing it with a new non-proprietary identifier, the **Unique Entity Identifier, UEI**. By April of 2022, the federal government will stop using the DUNS number to uniquely identify entities registered in the System for Award Management (SAM). At that point, entities doing business with the federal government will use a Unique Entity Identifier (UEI) created in [SAM.gov](https://sam.gov).



For details on why this transition is happening, please refer to the GSA website, gsa.gov/entityid.

To support this transition, HRSA's Electronic Handbooks (EHBs) are being updated to enhance all fields that are labeled as DUNS number fields to UEI fields and are updating the associated processes, such as organization registration pages.

What is the UEI?

The Unique Entity Identifier is the new 12-digit alphanumeric identifier that will be provided by [SAM.gov](https://sam.gov) registration to all entities who register to do business with the federal government (including the existing entities). This is the identifier which is replacing the use of the DUNS.

What does this mean for me?

There is no action needed on your behalf. The UEI will be automatically generated by [SAM.gov](https://sam.gov) and imported into the EHBs.

During the transition, you can search for your organization using either the DUNS or UEI. However, on all updated fields you will see the UEI listed.

The EHBs updates will be rolling out in phases. The first phase is rolling out in two parts on June 10, 2021 and October 21, 2021, and the second phase is forthcoming in late 2021/2022 and will include updates to all remaining pages that mention the DUNS.

Note: In the event the UEI is not available, the DUNS number will still appear in the EHBs.

What pages are being updated?

June 2021: Application Tracker Widget, Organization Registration, Grantee My Portfolio pages

October 2021: EHBs Applications, [Grants.gov](https://grants.gov) Applications, Smart Assist

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Examples of the UEI Change

EHBs Registration to an Organization

When you register to an organization, you will see the DUNS search field updated to UEI. You can search by UEI or DUNS to find the organization.

The tooltip next to UEI provides helpful information about the new field: *You may use this option if you know your organization's Unique Entity Identifier (UEI) or DUNS Number. The system will automatically search for the organization in SAM if it is not found in EHBs.*

The screenshot shows the 'Organizations - Search' interface. At the top, there is a search bar with a dropdown menu. The dropdown menu is open, showing 'UEI' selected. A tooltip is displayed next to the 'UEI' option, containing the text: 'You may use this option if you know your organization's Unique Entity Identifier (UEI) or DUNS Number. The system will automatically search for the organization in SAM if it is not found in EHBs.' Below the search bar, there is a section titled 'Organization Parameters'. It contains a text input field labeled 'UEI (Go to SAM)' with the value '7798WER47798' and a placeholder '(e.g. 3745ABC83745)'. There are 'Cancel' and 'Search' buttons next to the input field. Below this section, there is a link for 'Organization Information'.

After successfully searching for the organization, using either the UEI or DUNS number, you will see the UEI displayed on the list page.

Organizations - List

Note(s):
You cannot create new organization records in EHBs. If your organization is an existing HRSA grantee, its record already exists. If you have submitted an application in Grants.gov and have received notification from HRSA, your organization record should already exist. If you cannot find your organization, you will need to **create it in SAM** and then import it into EHBs. If you have questions, reach HRSA Contact Center.

Registration Status

- 1 Create Account
- 2 Associate Account to Organization
- 3 Select Your Role

An organization matching the search criteria you entered was found in EHBs as displayed below. If your organization is not listed here, click the **Search** option and enter a different search criteria.

Search Criteria: UEI: 7798WER47798

The following organization matching the UEI number entered was found in EHBs.

Organization Name	Healthcare, Inc.
Doing Business As (DBA)	Healthcare
UEI	7798WER47798
Physical Street Address	1 Healthcare Rd
City	Corning
State	AR
Zip/Postal Code	724221716
Country	USA
Organization Website	

Last updated/imported from SAM on: 1/23/2021 10:03:22 PM ET

[Search](#) [Register](#)

As you continue through the registration process, you will see the UEI listed in the organization details section.

Organization - Register

Registration Status

- 1 Create Account
- 2 Associate Account to Organization
- 3 Select Your Role

You are registering as: Harry Potter (HPotter@book.com)

You are registering to: Healthcare, Inc. 1 Healthcare Rd, Corning, AR

UEI: 7798WER47798

Organization Physical Address: 1 Healthcare Rd, Corning, AR 72422-1716

Registered AQ: Dumbledore, Albus

Grants Funded: H80CS00007

Other Programs: N/A

Fields with * are required

Choose a role from the following that best describes your participation in the HRSA grants management process

* Role

☐ Authorizing Official (AO)

☐ Business Official (BO)

☐ Other Employee (Project Director, AQ Designee, Staff)

[Go Back](#) [Save and Continue](#)

Once you have registered to an organization, the My Registered Organizations – List page displays a column for UEI.

My Registered Organizations - List

Success:
Registration successful.

[Register to Another Organization](#) [Detailed View](#)

Page size: 15 Go 2 items in 1 page(s)

Organization Name	City	State	CRS-EIN	Organization Role	UEI	Options
Healthcare, Inc.	Corning	AR	1711711718A1	AO	7798WER47798	Organization Folder

Page size: 15 Go 2 items in 1 page(s)

My Grant Portfolio List

From your My Grant Portfolio list, you can view the UEI from the My Grant Portfolio – List page. Click on the arrow next to the Grant Number to expand the details, including the UEI for that grant.

My Grant Portfolio - List

[Add Grant To Portfolio](#)

My Grant Portfolio (4) [My Grant Access Requests \(0\)](#)

[Detailed View](#) | [Search](#) | [Saved Searches](#)

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Grant Number	Organization Name	Current Budget Period	Current Project Period End Date	CRS-EIN	Grant Role	Grant Active	Last Award Issue Date	Options
H80CS0005	COLLEGE, CA	03/01/2021-02/28/2022	02/28/2023	1381381387A1	PD, FRA	Yes	02/12/2021	Grant Folder
<p>Project Director: Tony Stark, retester1@hotmail.com, (000) 000-0000</p> <p>UEI: 234AB567CD89</p> <p>Program Contact: Peter Parker, retester1@hotmail.com, (000) 000-0000</p> <p>Grant Contact: Bruce Banner, retester1@hotmail.com, (000) 000-0000</p>								
HRECS0003	COLLEGE, CA	05/01/2020-04/30/2021	04/30/2021	1381381387A1	PD	Yes	05/04/2020	Grant Folder

You can also use the UEI to search for your grant. Click Search on the top right of the My Grant Portfolio – List page, and then Expand the Advanced Search to see the UEI search option. Please note, during the transition, you can search by UEI or DUNS in this field.

My Grant Portfolio - List

[Add Grant To Portfolio](#)

My Grant Portfolio (4) [My Grant Access Requests \(0\)](#)

Search Filters:

Basic Search Parameters

Grant Number (Comma separated list) (e.g. C80CS16989) Project Title Like

Last Award Issue Date (mm/dd/yyyy) Between And Budget Period Start Date (mm/dd/yyyy) Between And

Grant Role ☒ All ☒ PD ☒ FRA Organization ☒ COLLEGE

Advanced Search Parameters

UEI (e.g. L6T7JZQRHRE5)

Grant History ☐ All Project Periods ☒ Active Project Periods ☒ Recently ended Project

CRS-EIN Project Period End Date (mm/dd/yyyy) Between And

Display Options

Sort Method (Grid | Custom)

Search Name: [Save Parameters](#) [Search](#)

[Detailed View](#) | [Search](#) | [Saved Searches](#)

Application Tracker

The HRSA Application Tracker is also updated with the UEI information, so you can track the status of your grant application by UEI or DUNS.

The Note provides helpful information about the new field: *Unique Entity Identifier (UEI)* is a 12-character alphanumeric identifier provided by [SAM.gov](#).

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[Home](#) > [Grants](#) > [Apply for a Grant](#) > Track Grant Application

Track Grant Application

Use the Track Your Application form to find out where your application is in our process. You will need: Funding Opportunity Number, Application Tracking Number, and Unique Entity Identifier (UEI) or DUNS Number.

Note: Unique Entity Identifier (UEI) is a 12-character alphanumeric identifier provided by SAM.gov.

Funding Opportunity Number **Required**

Example: HRSA-14-024

Application Tracking Number **Required**

Example: GRANT12345678 or 110675

Unique Entity Identifier (UEI) **Required**

Example: DZ7RZLA9EDK5 or 838223368

[SEARCH](#)

